

## Job Description : AM005



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<b>POSITION TITLE:</b>	Assistant Accounts Clerk
<b>POSITION NUMBER:</b>	AM005
<b>CLASSIFICATION LEVEL:</b>	CL 3
<b>POSITION LOCATION:</b>	Alice Springs
<b>RESPONSIBLE TO:</b>	Senior Account Clerk
<b>LAST REVIEWED:</b>	July 2021

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### KEY FUNCTIONS

*Primarily responsible for assisting in the timely, accurate and efficient processing of financial transactions in accordance with Aboriginal corporations and Central Land Council financial management policies and procedures.*

### SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

1. First point of contact for staff, supplier and constituents payment inquiries.
2. Assist with all aspects of AAMC financial management processes, including using the Nav accounting system to process all supplier and Traditional Owner payments.
3. Assist with the processing and reconciliation of supplier accounts.
4. Assist AAMC team with remote meetings and distribution banking duties when required.
5. Assist with General Ledger reconciliations as required.
6. Establish and maintain effective liaison with other operational sections within the organisation
7. Assist in the development of appropriate skills, experience and expertise of Aboriginal staff
8. Other duties that are safe, legal, reasonable and logical while being within the limits of the employee's skill, competence and training consistent with the classification structure.

### MONITORING AND COMPLIANCE REQUIREMENTS

- Aboriginal Land Rights (NT) Act, 1976
- Northern Territory Aboriginal Sacred Sites Act
- Native Title Act, 1993
- CLC Corporate Plan
- CLC Enterprise Agreement and Code of Conduct
- CLC Risk Management Plan
- Industrial Relations Legislation
- Public Governance, Performance and Accountability Act 2013 (PGPA Act)
- Work Health & Safety Act (Cwth) 2011
- Workers Compensation Legislation
- Anti-Discrimination and Privacy Legislation and
- CLC Policies and Procedures

### WORKING RELATIONSHIPS

- Reports to and receives direction from Snr Accounts Clerk
- Work collaboratively with all other AAMC staff in making positive contributions to the CLC's performance;
- Works closely and collaboratively with other operational sections of the CLC in performing the functions of the position and to facilitate the delivery of organisations overall objectives; and
- Develops and maintains good working relationships with CLC constituents, partner organisations, and government and non-government agencies relevant to the functions of the positions

### EXTENT OF AUTHORITY

- Financial authorisation as per the CLC Purchasing and Procurement Policy

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### SELECTION CRITERIA

#### ESSENTIAL

1. Qualifications in Finance or Accounting or relevant experience.
2. Demonstrated administration and financial management skills and the ability to use Microsoft based accounting and office programs.
3. Ability to maintain a high level of accuracy and confidentiality and the ability to communicate effectively.
4. A flexible, efficient, good-humoured and logical approach to workplace issues and problem solving, and a degree of diplomacy and discretion when dealing with staff issues.
5. Displays a high degree of honesty, accountability and ethical behaviour.
6. A willingness to occasionally travel to and stay for up to four nights at remote Aboriginal communities.
7. Motivation and ability to work as a member of a collaborative team and make a valuable contribution in relation to the functions of the team.
8. Good interpersonal skills with an ability to communicate effectively with people, particularly Aboriginal people
9. Appropriate level of health and fitness to meet the rigours of remote fieldwork including driving long distances in a 4WD vehicle, changing tyres and lifting up to 20kg as necessary.
10. A current NT driver's licence and the ability to operate four-wheel drive vehicles safely in remote localities.
11. Must hold (or be capable of holding and apply for) an Ochre Card from SafeNT and undertake a National Police Certificate assessment if required.

#### DESIRABLE

1. Previous experience in working with computerised financial systems and spreadsheets for the efficient processing of data and distributed reporting
2. Knowledge of the Corporations, Aboriginal and Torres Strait Islander (CATSI) Act and applicable sections of Aboriginal Land Rights Act (ALRA).
3. Knowledge and understanding of Aboriginal society and culture, and the issues affecting Aboriginal people in contemporary Australian society.
4. Experience working in an Aboriginal organisation or cross-cultural environment.
5. Ability to work under bush conditions and camp out when required.
6. An awareness and understanding of the overall context in which the Central Land Council operates.

*APPROVED COPY: D21-66498*

*APPROVAL DATE: 25 August 2021*